Notes: In this document the Association of Official Seed Analysts will be known as (AOSA) and the Society of Commercial Seed Technologists will be known as (SCST).

This is a contract position that may be filled by a qualified individual or organization with a manager and several employees. Please submit bid along with application and 3 references to:

AOSA/SCST Ex. Dir. Search
2380 Research Park Way, Suite 136
Brookings, SD 57006

Application Deadline: September 30th 2013.
Starting Date: As soon as possible.
Submit electronic applications to: Neal.Foster@sdstate.edu.

Responsibilities of the position:

- Support to the Board of Directors and Members
  - Subject to approval by the Board of Directors, responsible for the planning, organizing, staffing, directing and management of the AOSA/SCST.
- Communicate, regularly, with Board of Directors, Elected Officials and Committee Leadership over issues of relevance and operational concern.
- Recognize and demonstrate an understanding of AOSA/SCST’s missions, goals and objectives, strategic plan, bylaws, Articles of Incorporation, and other working policies, procedures and documents.
- Working with the Board of Directors, Executive Committee, Elected Officials and AOSA/SCST leadership, the Executive Director will identify and pursue opportunities to expand membership services, outreach and development, and refine operating plans, policies, tactics and supporting documents for the betterment of the AOSA/SCST.
- Ensure that all levels of AOSA/SCST leadership are informed and aware of significant issues and concerns, and lead the AOSA/SCST in developing innovative solutions to problematic concerns.
- Handle business affairs to manage daily operations of the AOSA/SCST.
- Act as a liaison, engaging related professional organizations, expand relationships and increase the visibility of the AOSA/SCST.
- Shall represent AOSA/SCST at seed industry and affiliate organization meetings as directed by the Board of Directors.
- Promote AOSA/SCST’s publications and journals.
Membership Activities & Committees:
- Assist functional AOSA/SCST committees, with relevant requests for assistance and other activities that are in the best interests of AOSA/SCST or their affiliate organizations.
- Actively work with all elements of AOSA/SCST in the development and advancement of membership recruitment and retention.
- Coordinate with professional staff to assure superior membership database management.
- Effectively communicate, on a regular basis, with staff, association leadership, membership in a timely manner exercising the appropriate level of confidentiality and sensitivity.
- Effectively communicate, on a regular basis, with Board of Directors, staff, committees, sections, etc. by producing and delivering clearly understood verbal and written reports, in a timely manner.

General Operations & Other Duties:
- Accurately track industry trends, prepare and distribute said information to appropriate AOSA/SCST leadership, staff, committee, affiliated partners and other entities in a timely manner.
- Maintain an effective liaison with appropriate government agencies, other professional societies, and vendors that will assist AOSA/SCST in meeting established objectives.
- Promote AOSA/SCST’s publications and journals, ensuring our materials are meeting publishing standards for affordability, technology, and quality, and that all documents are published and distributed in a timely manner.

Executive Director’s Office Operations:
- Responsible for maintaining a professional office demeanor within and outside the office.
- Promote a positive office environment, willingly assisting others, coordinating successes, and mitigating shortcomings across all AOSA/SCST programs.
- Insure standard office operation procedures are developed, implemented and maintained, ensuring the needs of AOSA/SCST leadership and members are being met.
- Recruit, hire, train and manage AOSA/SCST’s professional staff, enabling the highest level of productivity to be maintained at all times.
- Develop and maintain AOSA/SCST’s operational handbooks, including employee handbooks, general position function of the executive director, operational directories and Executive Leadership/Board of Directors background or informational books.

Financial responsibilities:
- Responsible for performing treasury duties by managing financial needs of AOSA/SCST, including:
- Preparing financial status reports, budgets and quarterly reports.
- Analyze and present financial reports in an accurate and timely manner, clearly communicate monthly and annual financial statements, oversee all financial programs and projects.
- Coordinate and lead the annual audit process, work with external auditors and AOSA/SCST’s financial committee and Board of Directors.
- Oversee the annual budgeting and planning process, administer and review all financial plans/budgets, monitor progress and changes, keeping AOSA/SCST’s Financial Committee and Board of Directors aware of AOSA/SCST’s financial status.
- Working with the Board of Directors to update and implement all necessary policies and procedures changes.
- Effectively communicate and present critical financial matters to the Board of Directors.
  - Enhanced Business Solutions Include:
    - Accounts Payable Processing
    - Accounts Receivable Processing
    - Perform Miscellaneous General Accounting Services
      - Journal entries (example: depreciation)
      - Bank Reconciliation
      - Monthly Close Process
      - Manage 1099 Vendors and Reporting
      - Monthly, Quarterly and YTD Reporting Packages
      - Balance Sheet
      - Income Statement
      - Trial Balance
      - A/P & A/R Aging
      - Manage balance sheet items, equity, distributions transactions, etc.
      - Assistance with payroll tax returns
      - Assistance with tracking Sales and Use tax information for vendor a/p invoices
      - Year-End Close Process
      - Prepare 1099’s and Annual 1096 tax form

Membership - Coordination and Services:
- Responsible for overseeing the Membership Committee, including:
  - Provides membership materials when requested.
  - Maintain and update membership materials.
  - Receive and process all applications for membership.
  - Receive and investigate all continuing education agendas for all members, and applications for reexamination.
  - Receive and monitor tutorial programs for all potential registered or certified member candidates.
  - Assist and prepare materials for the examination of RST, CPT, CVT, RGT and CGT candidates.
  - Coordinate members exam locations
  - Manage and update membership database.
Maintain all signed and returned Privilege of Use Contracts.
Manage request for publications and journals, distribute such publications to members in a timely manner.

- Perform all administrative duties for the AOSA/SCST, such as:
  - Making notes of the annual meeting, board member conference calls and other such meetings as may be called.
  - Furnish each voting member with proper ballot forms for election of officers and the honorary member.
  - Report results of all such elections.
  - Maintain correspondence files, including notifying all members on AOSA/SCST matters, meetings, proposed amendments.
  - Furnish materials pertaining to updating the website and the periodical electronic newsletter.
  - Provide and be steward of all AOSA/SCST supplies and their sale or distribution to members.
  - Responsible for the consignment and/or recall of the AOSA/SCST seal & insignia, and all records pertaining to the same.

**Website Maintenance and Newsletter Coordination:**

- Keep AOSA and SCST directors informed on development of all technical programming and web design activities of the AOSA/SCST as well as projects and situations that may impact the AOSA/SCST’s web presence and organizational integrity and effectiveness.
- Provide the AOSA and SCST directors with status reports, including accomplishments, goals and objectives. (upon request)
- Create, develop and manage content for the AOSA/SCST’s web presence (requires working with content management software).
- Working with the AOSA and SCST directors to coordinate web projects across varying and multiple activities of the AOSA/SCST and its affiliated organizations and committees.
- Copy, edit and proofread all web content.
- Oversee writers, contributors of content for the AOSA/SCST’s website.
- Meet with and correspond, on a periodic basis, with the AOSA/SCST’s members and assigned committee members.
- Assist with web-promotion of Annual Meeting Planning Committee.

**Additional Responsibilities:**

- Respond to requests from members and volunteer leaders for information on various issues related to the AOSA/SCST’s website.
- Attend sectional and annual meetings, as requested/necessary.
- Maintain contacts with groups, organizations and councils with similar interests and goals.
- Promote organizational mission statement, goals and objectives.
- Assure the proper use of the AOSA/SCST name and logo.
Annual Meeting Coordination:

- Work with host committee in all matters pertaining to the AOSA/SCST’s Annual Meeting.
- Coordinate Committee meeting scheduling needs for annual meetings.
- Coordinating with AOSA and SCST directors and, the Annual Meeting Coordinator to negotiate contracts for services pertaining to the annual meeting, subject to approval by the ED and BOD.
- Coordinate speaker selections.
- Facilitate member participation in all annual meeting aspects.
- Manage all hotel/on-site logistics for the annual meeting.
- Design and develop annual meeting publications, such as program book and content.
- Develop and solicit conference advertising and sponsorships.
- Oversee logistics of the annual meeting materials, including signs, plaques, badges, registration packet, etc.
- Manage post-conference activities.
- Manage all the AOSA/SCST member requests pertaining to the annual meeting.
- Assist in all areas dealing with the annual meeting, as necessary.